

STANDARD V

Staff

It is the responsibility of the president and the dean of instruction to interview and screen the staff with regard to their philosophy, morals and practices in vocational education. It is assumed that each employee at the institution is first a master of the occupation which he or she is to teach. The staff is screened from the standpoint of their educational backgrounds, morals, and work experiences.

The State Board of Education, upon the recommendation of the State Superintendent of Education, appoints the director or president of each state technical institute. The director or president must have a master's degree and three years of successful teaching experience in one of the fields of vocational education and at least two years administrative or supervisory experience. Unique and relevant experiences are given consideration in lieu of administrative or supervisory experience.

The business manager should have a bachelor's degree with major course work in the area of business administration and/or accounting and at least three years of experience as a business manager or an accountant. Counselors must have a master's degree from a standard institution in a curriculum approved for guidance and counseling and a minimum of two years of successful teaching experience.

Each instructor must complete twelve hours of vocational education as stipulated by the State Department of Education. Business and Office Education instructors should have a bachelor's degree from a standard institution in a curriculum approved for the training of teachers and three years of successful work experience. Related instructors must have a bachelor's degree. Experience is not required.

Trade instructors must be graduates of high school or its equivalency, and must have earned a minimum of six years of experience as a wage earner in a trade and industries enterprise within the past ten years, or have graduated from an approved trade school program or a program of industrial cooperative training in high school and have three years of experience in a trade and industries enterprise within the immediate past eight years.

Those instructors who have not earned a bachelor's degree have completed the required vocational courses. Others have taken additional courses to increase their hours leading to the minimum of thirty college credit hours to qualify for the Rank I/A Day Trade Certificate. Those instructors meeting minimum and advanced certificates are issued the Rank I/B & C and Rank II Certificates respectively.

The president of each state technical college has the authority to employ the necessary supportive staff within the limits of the institution's budget. The pay schedule should be kept in line with the published salary schedule approved by the State Department of Education.

New instructors are hired by the president of the college. If the prospective applicant meets the requirements for a teacher's certificate in his/her particular occupational field, he or she then fills out an application form that is furnished by the State Department of Education. It is the responsibility of the president of the college to accept applications, grant interviews, and hire qualified applicants to fill teaching positions, subject to the approval of the State Department of Education. Careful consideration is given to all prospective staff and faculty members concerning their work experience, school transcripts, letters of recommendation, morals, and proper attitudes.

STAFF ROSTER

Name	Position/TITLE	Most Advanced Degree and/or Number of Hours Toward a Degree	Special Certification or Licensure	Years of Work Experience in Field	Years Teaching Experience	Years at Institution
I. W. Mitchell	President	M.Ed.	Rank IA	28	2	12
N. C. Cephus	Dean of Inst.	M.Ed.	Rank IA	25	3	1
Ronnie Rose	Business Mgr.	B.S.	Rank IB	7	0	4
Louise B. Lewis	Accountant	B.S.	Rank IB	10	2	6
Shirley B. Spencer	Registrar	B.S.	Rank IB	9	0	9
Ruby N. Bennett	Secretary	B.S.	Rank IB	4	0	1
Eliza B. Smith	Cashier	Technical	Rank IC	6	0	3
Horace Whitfield	Counselor	M.Ed.	Rank IA	10	10	1
Jerry Black	Auto Body	Technical	Rank IB	7	12	12
James Blackmon	Barbering	M.A.	Rank IA	6	14	8
C. A. Fredd Jr.	Electricity	M Ed.	Rank IA	21	17	12
S. N. Gaines	Radio & TV	Technical	Rank IB	7	12	12
Sadie Gibson	Stenography	M.A.	Rank IA	3	14	3
Willie M. Gray	Stenography	B.S.	Rank IB	3	13	8

Name	Position/Title	Most Advanced Degree and/or Number of Hours Toward a Degree	Special Certification or Licensure	Years of Work Experience in Field	Years Teaching Experience	Years at Institution
Yvonne Rodgers	Stenography	M.A.	Rank IA	3	19	12
Robert Martin	Plumbing	Technical	Rank IC	27	2	2
Johnny Morrow	Small Engines	Technical	Rank IB	7	3	3
Union Morrow	Brickmasonry	Technical	Rank IA	10	6	5
Patsy Pendley	Sewing	Technical	Rank IB	7	6	6
Glynis Ragan	Communications	B.A.	Rank IB	0	6	5
William Rodgers	Mathematics	M.A.	Rank IA	0	15	7
George Rogers	Upholstery	Technical	Rank IA	12	8	2
George Craig	Sewing Mech.	Technical	Rank IC	23	1	1
Samuel Wilder	Carpentry	B.S.	Rank IB	7	3	1
Jessie Mays	Supt. of Blds. and Grounds	N/A	N/A	25	N/A	10
Willie Lilly	Maintenance	N/A	N/A	15	N/A	1
Nathaniel Short	Maintenance	N/A	N/A	25	N/A	10
Mahaley Gordon	Maintenance	N/A	N/A	45	N/A	12

Name	Position/Title	Most Advanced Degree and/or Number of Hours Toward a Degree	Special Certification or Licensure	Years of Work Experience in Field	Years Teaching Experience	Years at Institution
Samuel Morrow	Security	N/A	N/A	25	N/A	1
Rufus Lyles	Security	N/A	N/A	35	N/A	5
Jimmy Henderson	Cafeteria Mgr.	N/A	N/A	35	N/A	2
Willie Chavers	Cook	N/A	N/A	23	N/A	5
Emma White	Cook	N/A	N/A	12	N/A	2
Andrew Rogers	Transportation Supervisor	Technical	N/A	8	N/A	6
David McCafferty	Mechanic	Technical	N/A	7	N/A	1

Provisions are not made for instructors to obtain work experience, however, they are encouraged to attend seminars and are required to attend workshops during the year; they are also encouraged to work closely with industry. Instructors attend as many workshops, seminars, and in-service meetings as possible in order to stay abreast with trends in occupational education. We provide the staff with up-to-date developments in various occupations by inviting representatives to visit C. A. Fredd State for the purpose of giving demonstrations and/or lectures. This enables both the students and instructors to get first-hand information relative to the latest techniques and equipment that are being used in business and industry.

All instructors are encouraged to avail themselves of the opportunities for upgrading their education and experience through college courses, in-service training, workshops, and various programs offered by industry. Instructors of this institution have been selected by the State Department of Education to serve on committees for revising state adopted course outlines.

C. A. Fredd State is easily accessible to the following industries:

Central Foundry
B. F. Goodrich
Alabama Power Company
Reichhold Chemical
Phifer Wire
Hunt Oil Refinery
South Central Bell
Westinghouse

Debra Knit
Andrew Knit Corporation
Contract Knitter
Teleprompter Cable Vision
Gulf States Paper Corporation
Friday Lumber Company
Tombigbee Water Way

Because no great expense is involved, the administrative personnel can easily set up visits for instructors in all areas of training at the institution.

Several of the instructors have been able to attend specialized courses or workshops given by their professional organization. The

Stenography instructors attended an IBM Workshop given here at C. A. Fredd State Technical College; a Business Education Workshop at the University of Alabama, Tuscaloosa; and the Teaching of Business Subjects Workshop at the University of North Alabama in Florence. The Barbering instructor attended the Barbering Trade Show and Seminar, Chicago, Illinois, and the Trade Show in Mobile, Alabama. The Auto Body and Fender Repair instructor attended the Dupont Refinish Training Center, Flint, Michigan. The Radio and Television instructor attended the Electronic Industries Association at George Wallace Technical College and two workshops conducted by RCA at the Holiday Inn in Tuscaloosa.

All instructors at C. A. Fredd State have kept abreast and knowledgeable of industrial conditions and resources throughout the school year. During the present school year, the administration held a banquet for the Advisory Council and Craft Committees of the school.

Upon employment, the president explains the general policies and procedures which include the requirements based on education and work experience, salary schedule and other pertinent data regarding sick leave, paid vacations and holidays, teacher retirement, social security benefits, insurance, and teaching load. Beginning the first day of employment, each new instructor is welcomed by the president and given an orientation session on the purpose and objectives of the institution. Afterwards, the president introduces the new instructor to the administrative staff and allows him to spend adequate time with each personnel head in order to better familiarize himself with his new responsibilities. Following a campus tour, the instructor is taken to the department in which he will work. Other information pertaining to aiding the instructor is given in hand-out form, in faculty meetings, and through formal and informal discussions. A special workshop for new instructors is given each year at the AVA meeting. New instructors are required to attend.

The in-service program conducted by the institution has involved the instructional staff in demonstrations of effective ways of using the various types of training aids. Lectures and demonstrations are given on the proper use of lesson plans, instructor's task sheets, progress charts, teaching methodology, and information sheets.

Students in each occupational area are required to wear safety or protective covering as needed for the course. Safety posters and signs are placed in strategic areas in each individual workshop with the necessary precautions to be taken. Hygiene and cleanliness form a part of the institutional program. Cleanliness of body, surroundings, equipment and tools is stressed. A first-aid kit is maintained in each department as well as in the administration office for minor injuries; however, in the case of serious injuries, students are carried to the hospital emergency room for treatment. Each course outline stresses the care and use of tools and equipment and safety measures. Fire and tornado drills are carried out on a non-scheduled basis.

The best method of self-evaluation is that of student progress and performance. The effectiveness of an instructor can be measured by the ability of that instructor to hold the attention of those persons enrolled in the class and it should be evident that his teachings are being absorbed by the class. If an instructor is getting the material over to the students as it should be, employment is practically assured. Jobs cannot be guaranteed for an area, but chances for employment are greatly enhanced by one's ability to do a job well. Teacher evaluation forms are used periodically. (See Figure V-1)

The teacher is evaluated by his or her performance of job completion of the course outline in each quarter. The number of live jobs from each class is taken into consideration as being a good guideline to the competency of the employee. The employee is notified by either the president

or the administrative council of the period his evaluation will cover. He is also informed as to the time this evaluation will take place.

The results of an evaluation of an employee are recorded on an evaluation form. The employee is given a chance to read and discuss the findings of the administrative counsel. The employee is at liberty to make a written statement concerning any points with which he disagrees. Any statements along with the evaluation report are filed in the employee's personal record. The evaluation is prepared in writing and the employee is given the opportunity to read and discuss and sign it as indication that he had read it. An employee's file is considered confidential and is kept in the president's office.

Salaries are promulgated or officially announced by the State Board of Education. The salary range is based on the individual instructor's qualifications and experience. The following ranks are available to technical college instructors:

Rank I A
Rank I B
Rank I C

All applicants who meet minimum requirements are interviewed and considered for employment. The background, experience, and abilities of the applicant are validated and evaluated utilizing the non discriminatory employment standards. The most qualified applicant is employed without discrimination relative to race, color, sex, creed, or national origin. This policy is practiced following employment also.

Acquaintance with and a thorough knowledge of the entire program procedures help to foster staff morale. We believe that our staff is well informed. Salary increases and promotions are an integral part of the program features. Continued personal growth through education and training, professional associations, memberships in community agencies, we feel, are all helpful to staff morale.

The non-instructional staff consists of secretarial, maintenance, security, and transportation personnel. The number of these employees is adequate in accordance with the requirements of the State Department of Education for a facility the size of C. A. Fredd State. The proper functioning of the non-instructional staff constitutes a vital part of this institution. The president is responsible for the orientation and defining of duties for the secretarial staff. The secretarial staff attends a workshop each year that is planned by the State Department of Education. The superintendent of buildings and grounds and the supervisor of transportation are directly accountable to the business manager.

A minimum work day for the instructional staff and the non-instructional staff is eight hours each day for five days a week. The size of each department is controlled by the State Department of Education. The number of students in each class is usually between eighteen and twenty-five per instructor.

The institution utilizes the services, for the most part, of the full-time day faculty for the part-time instructional duties in the evening programs. Qualifications are the same for both full-time and part-time instructors.

Each new part-time instructor receives an orientation as to what is expected of him while working at C. A. Fredd State Technical College. He is also briefed on personal aspects, general school policies, school organization, our relationship to the state government, and the chain of command from institutions up to commissioners.

SUMMARY EVALUATION

At C. A. Fredd State Technical College, there are a number of instructors with varied educational and personal backgrounds. We feel this contributes greatly to the development of new ideas, understandings,

and concepts that are vital to the rapid changes in education. We will continue to emphasize the importance of our instructors attending workshops and various programs offered by prospective employers in business, industrial, governmental, and educational organizations.

Weaknesses:

1. Maintenance is not adequately staffed for an institution of this size.
2. The ratio of students to teacher as recommended by the State is often exceeded.

Resolutions:

1. Additional maintenance staff will be added as soon as funds are available.
2. When a class enrollment greatly exceeds the ratio, the administration is urged to hire an additional instructor.